

School Activity Fund “Redbook Training”

September 21, 2016

8:30 – 11:30 AM CDT

Workshop #014-17

GRREC Office & Training Facility • 230 Technology Way • Bowling Green

The Green River Regional Educational Cooperative is pleased to offer this training for Bookkeepers, Secretaries, and Principals.

Join us as we explore the Accounting Procedures for Kentucky Activity Funds. This one-half day training will provide consistent direction to every bookkeeper/secretary and principal in your school district. Most bookkeepers/secretaries are familiar with the guidelines in *Accounting Procedures for Kentucky School Activity Funds* (commonly known as the Red Book); however, procedures are not always followed and some are new in positions or have not received formal training of this nature. Since the principal has the overall responsibility of the School's Activity Fund, this training will provide the required training needed to assist in the management of those funds and activities.

Key Points This Training Will Address:

- Review of Account Procedures for Kentucky School Activity Funds
- Internal Control and Responsibilities
- General Ledger and Activity Funds
- Receipts
- Expenditures/Purchasing
- Inventory Control
- Budgets
- Booster Clubs, Fund Raising, Financial Reports

Audience: Bookkeepers, Secretaries, and Principals

Presenters: Lanny White - Carr, Riggs & Ingram, LLC

Dates: Wednesday, September 21, 2016

Location: GRREC Office & Training Facility • 230 Technology Way • Bowling Green, KY

Time: 8:30 a.m. – 11:30 a.m. CDT - Breakfast and registration will begin at 8:00 a.m. CDT

Cost: \$75.00 per person for GRREC districts (includes breakfast and lunch)

EILA Credit: 3 Hours

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Please Print:

Name of Participant: _____ Position: _____

District: _____ School: _____

Cell #: _____ Email: _____

P.O. # _____ (required for registration)

Note: School districts (or schools) will be billed following the activity based upon registration. Cancellations must be made within five (5) working days of the activity to avoid being billed for fee. Substitutions will be allowed.

Registration Deadline: September 13, 2016

[Click Here to Register Online](#)

or

Fax this completed form to GRREC at (270) 563-2208

Sponsored by

Green River Regional Education Cooperative

230 Technology Way • Bowling Green, KY • 42101

Phone: (270) 563-2113

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For information or questions, contact Dan Jones
by phone at (270) 563-2113 or e-mail dan.jones@grrec.org